

Instructions for completing the 2011 IFTA Tax Return

Enter your name, address and IFTA account number exactly as it appears on the label on your Fourth quarter IFTA report form.

STEP 1 - Average Miles per Gallon (Schedule A)

This is not the MPG that you estimate your vehicle gets. It is obtained by using actual mileage and actual gallons of fuel placed in qualified vehicles.

Enter ***total miles traveled*** (including trip permit miles) in all jurisdictions for all vehicles subject to the motor carrier fuel tax. This figure should include all miles traveled in IFTA and non-IFTA jurisdictions and both taxable and non-taxable miles.

Enter ***total gallons of tax paid fuel*** placed in qualified vehicles during the quarter. This includes all fuel purchased in IFTA and non-IFTA jurisdictions and any fuel withdrawn from a storage facility.

The ***actual average miles per gallon*** your vehicle(s) get is automatically computed.

STEP 2 - Compute the Tax Due/Refund for Each Jurisdiction (Schedule B) (Click on Tab Sch-B1 through Sch-B4 to Compute Tax Due/Refund).

Each IFTA jurisdiction is listed on individual lines on Schedule B-1 through B-4. **Non-IFTA jurisdiction miles are to be added together and reported on the "OT" line on Schedule B-4.**

Column B: Enter the ***total miles*** traveled by qualified vehicles in each IFTA member jurisdiction.

Column C: Enter ***taxable miles*** traveled by qualified vehicles in each IFTA member jurisdiction.

Column E: Enter number of ***tax paid gallons of fuel placed in vehicles*** in each member jurisdiction.

Program formulas will compute **Tax Due/Credit** in Column H.

NOTE: The jurisdictions of Indiana, Kentucky, and Virginia have a surtax that is charged on the number of taxable gallons of fuel used in their jurisdiction. (This amount is computed automatically)

Column I: If the report is filed after the due date, ***interest*** will be calculated.

STEP 3 - Complete Schedule C

The program will automatically move the subtotals from Schedule(s) B-1 through B-4 to lines 1 through 6 of Schedule C.

Line 7: If the return is filed after the due date, a penalty of \$50.00 or 10% of Line 6, whichever is greater will be computed.

Line 9: If you have a credit from a prior quarter and you did not request a refund, you may enter the amount here and the program will make the necessary adjustments in Line 10.

STEP 4 - Sign, Date, and put a valid phone number on the bottom of page 1.

Reports must be signed by the owner of a sole proprietorship, a partner of a partnership, an officer of a corporation, or an agent as indicated on a signed power of attorney. **We do not process unsigned reports.** They will be returned to you for your signature.

NOTE: Please print your IFTA Report and mail it to the Department of Revenue along with any remittance due. At this time, we do not have the capability to process reports sent by E-mail.